

Process For Revising or Withdrawing TRI Data:

U.S. EPA has received several questions relating to withdrawing and revising TRI data submitted by facilities, such as:

- What should be submitted?
- To whom should this request be sent?
- What are the reasons for revisions/withdrawals?

If you determine that you need to request a revision/withdrawal of a submission(s), EPA recommends that you use the sample letters provided below and in Appendix I of the *TRI Reporting Forms and Instructions (2001 version)*.

Submitting a request to EPA to revise TRI data:

Facilities that filed a Form R and/or Form A Certification under EPCRA Section 313 may send their requests to revise the Form R and/or Form A Certification submission(s) in EPA's database (i.e., the Toxics Release Inventory System (TRIS)) and in the public version of the database.

In order to have a submission in the TRI database revised, EPA recommends that facilities send their request to EPA and the appropriate State agency, if required by completing a 'Request for Revision' template (provided below and in Appendix I of the *TRI Reporting Forms and Instructions (2001 version)*) and a copy of the Form R or Form A Certification you would like to be revised in the EPA database to the EPCRA Reporting Center. In order to effectively process the request, EPA needs the following information:

- Facility name and TRI facility identification number (TRIFID)
- Facility mailing address
- Reporting year
- Chemical name
- Technical contact name and phone number
- Name and phone number of the requester
- Reason(s) for revision
- Signature.

Facilities may request a revision for one or several reasons, such as:

- Revision of facility identification information.
- Revision of chemical specific information (not including toxic chemical identity)
- Revision of release and other waste management activities information.
- Result of an EPA /State inspection.
- Result of notice of technical error, notice of significant error, or notice of noncompliance from EPA.
- Result of voluntary disclosure or audit policy.

Where to send your revision request:

When submitting a revision request to EPA regarding the submission(s) of your TRI Form R and/or Form A Certification, please send your request to the EPCRA Reporting Center.

To send requests by regular mail:

Toxics Release Inventory (TRI) Data Processing
P.O. Box 1513
Lanham, MD 20703-1513

To send requests by certified mail or overnight mail (i.e. Fed Ex, UPS, etc.):

TRI Data Processing Center
c/o Computer Sciences Corporation
Suite 300
8400 Corporate Drive
New Carrollton, MD 20785

Also, the main phone number is 301-429-5005. This is the main EPA Reporting Center number, and the TRI functions will be on the voice tree.

REQUEST FOR REVISION

Facility Name
Facility Mailing Address

Date: _____

Toxics Release Inventory (TRI) Data Processing
P.O. Box 1513
Lanham, MD 20703-1513

To whom it may concern:

_____ (Fill in your facility name and TRIFID) is requesting a revision for the following submission filed under EPCRA Section 313 from EPA's database (i.e. the Toxics Release Inventory System (TRIS)):

Chemical Name Reported: _____
CAS Number/Category Code: _____
Report Type (please check one): **Form R 9** **Form A Certification 9**
Reporting Year: _____
Reason(s) for Revision: _____

Please include a copy of Form R or Form A certification (revision box checked) you want to revise.

The technical contact is: _____ (Insert name here) and may be reached at: _____ (Insert phone number here).

Requester's Name: _____
Requester's Signature: _____
Address: _____
(*if different from facility address or facility mailing address) _____

Please submit a copy of the request to appropriate state agency, if required.

Submitting a request to EPA to withdraw TRI data:

Facilities that filed a Form R and/or Form A Certification under EPCRA Section 313 may send their requests to EPA to withdraw the Form R and/or Form A Certification submission(s) from EPA's database (i.e., the Toxics Release Inventory System (TRIS)) and from the public version of the database.

In order to have a submission removed from the TRI database, EPA recommends that facilities send their request to EPA and the appropriate State agency, if required by completing a 'Request for Withdrawal' template (provided below and in Appendix I of the *TRI Reporting Forms and Instructions (2001 version)*) and a copy of the Form R or Form A Certification they would like to be withdrawn from the EPA database to the EPCRA Reporting Center. In order to effectively process the request, EPA needs the following information:

- Facility name and TRI facility identification number (TRIFID)
- Facility mailing address
- Reporting year
- Chemical name
- Technical contact name and phone number
- Name and phone number of the requester
- Reason(s) for withdrawal
- Signature.

Facilities may request a withdrawal for one or several reasons, such as:

- Below the reporting threshold for manufacturing, processing, or otherwise use for non-PBT chemicals and chemical categories. (The reporting thresholds are 25,000 pounds for manufacturing or processing and 10,000 pounds for otherwise use except for persistent bioaccumulative toxic (PBT) chemicals and chemical categories. PBT chemicals and chemical categories have reporting thresholds of 10 or 100 pounds except for the dioxin and dioxin-like compounds category that has reporting threshold of 0.1 gram.)
- Change in EPA reporting requirements for this chemical. No longer above reporting threshold or it has been deleted from the EPCRA Section 313 toxic chemical list.
- Qualify for one of the following EPCRA Section 313 exemptions:
 - < *de minimis* (Please note that *de minimis* exemption is not allowed for PBT chemicals and chemical categories.)
 - < Article
 - < Laboratory activities
 - < Use as structural component
 - < Coal extraction activities
 - < Routine janitorial or facility grounds maintenance
 - < Use for motor vehicle maintenance/operation
 - < Personal use by employees or other persons
 - < Chemical contained in certain intake water or intake air

- < Metal mining overburden
- The chemical reported is not an EPCRA Section 313 reportable chemical.
- The chemical reported is not in a form listed on the EPCRA Section 313 toxic chemical list (i.e., aerosol, fume or dust, fibrous form, etc.).
- Activities involving the reported chemical do not meet the definition of manufacturing, processing, or otherwise use.
- Qualify for a Form A Certification submission.

Where to send your withdrawal request:

When submitting a withdrawal request to EPA regarding the submission(s) of your TRI Form R and/or Form A Certification, please send your request to the EPCRA Reporting Center.

To send requests by regular mail:

Toxics Release Inventory (TRI) Data Processing
P.O. Box 1513
Lanham, MD 20703-1513
Attention: TRI Withdrawal Request

To send requests by certified mail or overnight mail (i.e. Fed Ex, UPS, etc.):

TRI Data Processing Center
c/o Computer Sciences Corporation
Suite 300
8400 Corporate Drive
New Carrollton, MD 20785
Attention: TRI Withdrawal Request

REQUEST FOR WITHDRAWAL

Facility Name
Facility Mailing Address

Date: _____

Toxics Release Inventory (TRI) Data Processing
P.O. Box 1513
Lanham, MD 20703-1513
Attention: TRI Withdrawal Request

To whom it may concern:

_____ (Fill in your facility name and TRIFID) is requesting a withdrawal for the following submission filed under EPCRA Section 313 from EPA's database (i.e. the Toxics Release Inventory System (TRIS)):

Chemical Name Reported: _____
CAS Number/Category Code: _____
Report Type (please check one): **Form R 9** **Form A Certification 9**
Reporting Year: _____
Reason(s) for Withdrawal: _____

Please include a copy of Form R or Form A certification you want to withdraw.

The technical contact is: _____ (Insert name) and may be reached at: _____ (Insert phone number).

Requester's Name: _____
Requester's Signature: _____
Address: _____
(*if different from facility address or facility mailing address) _____

Please submit a copy of the request to appropriate state agency, if required.